

Year: 2018/2019

You **MUST** complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

For all applications, you must:

- complete this form
- complete and provide any supporting documents, information and materials identified on this form as being required to accompany your application
- submit the fee applicable

Applications can be returned to:

Post: PO Box 359, Cairns QLD 4870

Email: leisurevenues@cairns.qld.gov.au

Applicant's details

Applicant's name	<input type="text"/>	
Position/Title	<input type="text"/>	
Organisation	<input type="text"/>	
ABN (if applicable)	<input type="text"/>	
Postal address	<input type="text"/>	
	<input type="text"/>	
Contact details	Phone: <input type="text"/>	Mobile <input type="text"/>
E-mail address	<input type="text"/>	

Please Choose	Booking / Activity type	Additional Requirements
<input type="checkbox"/> Main Barlow / Football Field	<input type="checkbox"/> Main Barlow Training <input type="checkbox"/> Main Barlow Football <input type="checkbox"/> Main Barlow Premium <input type="checkbox"/> Main Barlow Major Event	<input type="checkbox"/> West Barlow <input type="checkbox"/> Corporate Room <input type="checkbox"/> Kitchen and Bar Area <input type="checkbox"/> Multiple Hire booking
<input type="checkbox"/> West Barlow	<input type="checkbox"/> West Barlow Basic <input type="checkbox"/> West Barlow Training <input type="checkbox"/> West Barlow Premium	<input type="checkbox"/> Corporate Room <input type="checkbox"/> Kitchen and Bar Area <input type="checkbox"/> Multiple Hire booking
<input type="checkbox"/> Car Park	(Carpark & public toilets only)	

Event / Activity Details

Event / Activity Name	<input type="text"/>
Dates of Event / Activity	<input type="text"/>
Hours of Operation of Event / Activity	<input type="text"/>
Bump in Dates & Times (set up)	<input type="text"/>
Bump out Dates/Times (pack down)	<input type="text"/>
Number of Attendees / Participants	<input type="text"/>
Number of Staff / Officials	<input type="text"/>

Description of activity

Provide a detailed description of the proposed Event / Activity.

Infrastructure and equipment

Will there be any structures or equipment used during the event / activity? No Yes *If yes, provide details below*
(ie portable toilets, marquees, stands, tables, generators, fencing, barricades etc)

Other Information

Will you require power? *(only available on some sites)* No Yes *if yes provide details*

Will you require lighting? No Yes

Will you require vehicle access? No Yes *if yes provide details*

Will you provide or sell food? No Yes

Will there be alcohol? No Yes

Will you be fundraising? No Yes

If you ticked YES in one or more of the above boxes you may need to seek other approvals, licences or permits for your event.

- ✓ *If you will be selling **food** please contact CRC Licencing & Approvals Team on 1300 69 22 47 or email healthadmin@cairns.qld.gov.au*
- ✓ *If you will be selling or providing **alcohol** please contact the Office of Gaming & Liquor Regulation (07) 3872 0999 or 13 QGOV (13 74 68)*
- ✓ *If you are fundraising please include letter from the charity you will be fundraising for, stating that you are collecting funds on their behalf.*

Checklist of supporting documents and information required to complete this application. Please complete in full

<input type="checkbox"/>	Public Liability Insurance Certificate of Currency (Minimum of \$20 million, noting Cairns Regional Council as an interested party).
<input type="checkbox"/>	Please attach a Risk Management Plan for your event
<input type="checkbox"/>	Please attach a Detailed Site Map for your event (inc. location of <i>marquees, stands, tables, generators, fencing, barricades etc.</i>)

Declaration:

I acknowledge that I have read and understood Cairns Regional Councils Leisure Venues Terms & Conditions of venue hire. I understand that any inability to comply with these conditions will be at my own liability.

Print Name:

Signature:

Dated:

A list of venue hire fees and charges can be found at: https://www.cairns.qld.gov.au/_data/assets/pdf_file/0004/185773/FCVenues.pdf

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.